

PARENT SUPPORT JOBS (2007-2008)

Creative Children's Center operates with a director, teachers and parents. As part of the family responsibilities each family is asked to select one of the following options: (1) serve on the school council, (2) hold a support job position or (3) assist on a committee.

The following information will highlight the options available. Read through the material and fill out the form on the last page. List your preferred choices and any questions you would like to have answered. We will call you to confirm your placement. As you read through the positions, reflect on your personality and learning style. Do you like working in a group with others, or are you more likely to be your own boss? Are you a creative person, or one who likes a "to do" list. Do you want to learn something new, or bring your skills to the table? Don't worry too much about the time commitment. All the jobs are designed to be very flexible, and you can certainly switch if you find it is not the right fit. However, once you have committed to a position it is very important to follow through. In essence you will be your own boss.

We welcome you to our community school. As we work together, so shall we get to know each other as parents, and as friends! Questions? Call or e-mail the school at creativechildrenscenter@verizon.net. We thank you in advance for your participation.

The School Council

The School Council is made up of parents, class representatives, our school director and teachers. They work together to coordinate the operations of the school and to support the program's philosophy. The Council participates in planning the yearly calendar and setting policy. Most council members have been in the school for one or more years, though it is not required. It is suggested that council members are asked to serve for a minimum of two years. All school members are invited to join Council meetings, held on the first Tuesday of each month. (If an area is left blank the position has not been filled.)

School Founder & Director	Lucy Chaille'
Kindergarten Class Rep	Christina Norman
Play Pals AM Class Rep	
Play Pals PM Class Rep	
Rainbow Rascals Class Rep	Sandy Bone (Head Rep)
Sunshine Kids Class Rep	
Super Stars Class Rep	
Teddy Bears Class Rep	
Tiger Cubs Class Rep	
Tiny Tots Class Rep	
Council Secretary	Dawn O'Rourke
School Treasurer	Tammi Alba
Support Job Task Force	Delaram Adyani & Amy Kreeger
Communication/PR	Paula Nuspl
Newsletter Editor	Stephanie Farris
Fundraising	Mindy Haroon, Tamara Nesbitt, Amy Bockman, & Kristi Ray
Members-at-large	Courtney Elliott & Teresa Coughlin
Teachers	Casey Betcher, Jamie Mellan, & Kirsten Meyer

CCC SUPPORT JOBS AND COMMITTEES

Class Representative, Class Representative Lead:

Purpose: To coordinate parent participation in the classroom. Class representatives serve on the CCC School Council. They are in charge of maintaining current class lists and the monthly parent help calendar. They serve as a liaison between the teacher, parents and council. It is important that class reps understand the workings of the program, so it is recommended that they are alumni members. This is a good job for a “people person” with strong communications skills. Reps must be organized with good attention to details. Reps help parents get orientated and direct them to the right source if they should need assistance. Home computer, printer and e-mail access needed.

Auction, Plant Sale, and Bowl-a-thon Team (School Fundraising)

Purpose: To raise funds for CCC’s operating needs and special projects. The team organizes and implements three fundraisers for the year, the fall auction, winter bowl-a-thon, and spring plant sale. The group is divided by interests and skills of the members. The auction is coordinated by a steering committee and supported by the whole school membership for the event. The bowl-a-thon and plant sale is run separately. See options listed below.

Fall Auction

Graphic design/Auction Catalog
Computer Support/Night of the Auction
Auction Hosts/Night of the Auction
Set Up and Decorations
Phone support (Nice home job)
Pick up and delivery of auction donations
Packaging and preparing displays
Auction Project Support (Good for Art Majors)

Bowl-a-thon Team

Organizes, plans, implements the event, and maintains the records.
(Fun job for two people who love to do parties!)

Plant Sale Team

Coordinates Spring Plant Sale
(Got a green thumb and are organized? The plants sell themselves, so we just need your great administrative skills! A good home job.)

Maintenance and Grounds Team:

Purpose: The maintenance team keeps the school grounds, playground and facilities in good condition. These are nice jobs for parents who would like to share a job with their spouse, or who like to work independently of others on their own time. Depending on the job, committee members may be asked to attend special project days. (Example: Build a playhouse).

- **Maintenance team coordinator:** Coordinates the maintenance team. Assists in planning work parties.
- **Laundry Assistants:** Takes home towels to wash and returns them folded to the garage. One person for each day of the week. Maintains the dress up clothes. (Six positions)
- **Garbage & Recycling:** Sort recycling and take garbage/recycling out for pick-up one evening each week. (Two positions)
- **Landscaping and Gardening:** Helps to care for the school grounds. Works in the summer and spring. (Six positions). Assists the day of the plant sale delivery with unloading and sorting of the plants. Good support job for the people who know their plants!
- **Classroom Handy team:** Keeps an eye on the “fix it” needs in the interior classrooms. One person per building.
- **School Electrician:** Maintains outside lights and minor electrical needs indoors.
- **Exterior Coordinator:** Assists caring for our school exterior. Helps plan work parties.
- **Safety Coordinator:** Fire drills, first aid kits, checks playground equipments.
- **Vacuum/mop maintenance:** Periodically cleans vacuum and replaces mop heads.
- **Window Washing:** Keeps the inside and outside sparkling. (Three positions)
- **Tailor/Seamstress:** Sew aprons, dress-ups, curtains, and.....as needed.

School Supply Team:

- **Studio Supply Team:** Gather, sort, and store recycled materials for the classrooms. Assist teachers in maintaining the studios. (Three positions)
- **Art/Science Supply Coordinator:** Purchase specialty supplies for the school. (One position)
- **General Supply Coordinator:** Purchase maintenance and office supplies. (One position)

(The above positions will meet periodically to tidy up the garage storage space.)

School PR/Communication Team

The school information team works together to keep communication both inside and outside the school running smoothly. From public relations to the school newsletter, the goal is to provide our parents and community with up to date information on CCC and its activities.

- **Newsletter Editor/Reporter:** Coordinates the monthly newsletter and update calendar.
- **Registration/Tour Team:** Host school visitation days and takes parents on tours. Returns calls if needed.
- **Public Relations/Press:** Keeps abreast of CCC events and informs the news. Assists in organizing CCC PR activities.
- **Event Support Team:** Helps to organize, and host CCC social events.
- **Community Representative:** Acts as a liaison between CCC Council and Parent Child Preschools of Oregon, NAREA, and The Reggio Inspiration Network.
- **Webmaster:** Updates and maintains CCC's Website.

Miscellaneous Support Positions:

- **Library team:** Maintain school library.
- **Scholastic Book Club:** Coordinate school-wide orders with the Scholastic Book Club on a monthly basis.
- **Special Project Coordinator:** Plates, shirts and yearbooks.

General Support Committee:

For those who are unable to find the right support position or enroll after all jobs have been filled you will be placed on the general support list. If you are placed on the list you will be contacted when needs arise. It is very important that you get back to the school as soon as possible. With such an opened ended job, communication will be essential. Tasks can range from assisting the day of the auction to painting a table at home. You may be contacted to support school social events for set up or clean up. This position is a bit like a floater. Ready and able, should be the motto! A good job for those with flexibility.

CCC Parent Information and Support Job Request Form

The questions below provide the Support Job Coordinator and the staff with a database of information on how each family can support our school community. Please use additional paper as needed.

Parents Names:

_____ **Phone:** _____

**Children names and
Classes:** _____

**E-mail
address:** _____

What special skills/interests/education do you have?

- | | | |
|--|--|---|
| <input type="checkbox"/> Landscaping/Gardening | <input type="checkbox"/> Sewing | <input type="checkbox"/> Photography (Digital/Standard) |
| <input type="checkbox"/> Science/Engineering | <input type="checkbox"/> Crafts | <input type="checkbox"/> Video/Film |
| <input type="checkbox"/> Secretarial skills | <input type="checkbox"/> Arts | <input type="checkbox"/> Paint/Wallpapering |
| <input type="checkbox"/> Desktop publishing | <input type="checkbox"/> Theatrical (Acting/Directing) | <input type="checkbox"/> Plumbing/Electrical |
| <input type="checkbox"/> Graphic design | <input type="checkbox"/> Music (Instrument) | <input type="checkbox"/> General Handyman |
| <input type="checkbox"/> Architecture/Drafting | <input type="checkbox"/> Teaching Background | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Web design | <input type="checkbox"/> Singing | <input type="checkbox"/> Concrete or Masonry |

Other:

Please share your experience with the above:

If you are a stay-at-home parent, what did you do before having kids? Career? College?

Support Job Request Form

After reviewing the support job descriptions, please prioritize your top three committee or job choices below (number them 1, 2 and 3). If you are flexible please let us know and e-mail the school should you have any questions.

Send the form back to CCC when completed so that we may begin placing positions for next year. If we have any questions about your selection we will give you a call. Notification of jobs will occur as they are placed. If you and your spouse would like to both help you are welcome to have separate positions or share. CCC is a great community, so keep in mind that we will all be working together, therefore keeping the time commitment manageable for all while creating a neighborhood of friends.

1. _____
2. _____
3. _____

Experience or education that will help you in your community support job?

What other areas would you be interested in helping?

- | | | |
|--|---|---|
| <input type="checkbox"/> Facility Improvements | <input type="checkbox"/> Building maintenance | <input type="checkbox"/> Landscape Design |
| <input type="checkbox"/> Studio Art Support | <input type="checkbox"/> Publicity & promotion | <input type="checkbox"/> Teacher Support |
| <input type="checkbox"/> Event planning | <input type="checkbox"/> Classroom Interior Design | |
| <input type="checkbox"/> Assistance with Documentation | <input type="checkbox"/> Childcare at parent meetings | |

New Idea! Do you have an idea or skill that could become a support job? List it here:

Questions or comments: